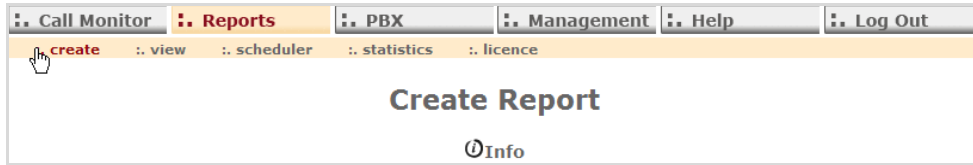
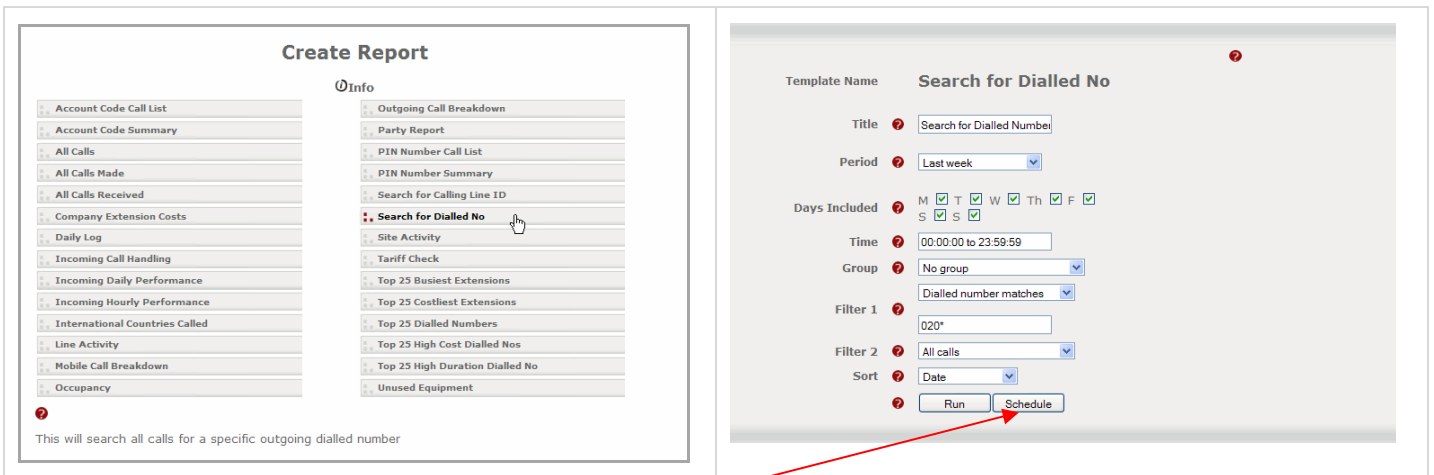


# HOW TO SETUP A SCHEDULED REPORT

Go to Reports>Create.



Select and create your report as normal



Rather than clicking [Run] click **[Schedule]**

Template Name **Search for Dialed Number**

Run Date

Frequency

Exclude if day is:  M  T  W  Th  F  S  S

**Run Date**  
Use [Calendar] to choose the start date that you want the event to first run – the time will default to 00:00:00 but this can be changed

**Frequency**  
Select how frequently you want the event to run. You have the option of Every Day; Every Week; or Every Month

**Exclude if day is:**  
Only select days of the week here if you Do Not want the event to be able to run on that day.

Report Format

HelpDesk

Email

Save as

**Report Format**  
This is your preferred report format when the report will be emailed to you. You have the choice of Text file; CSV file, XML file (Excel format), or Web Page.

**Email**  
If an email address has been added to LJ, or used before, you can select it from the drop-down, then click **[Select]**  
If the email address you want is not in the drop-down list you can type it here, then click **[Quick Add]**.  
If you have added an email address by mistake click **[Remove]** to take it out of the list

**Save As**  
Enter a description then click **[Go]** to add the event to the list in Reports>Scheduler, as shown below.

Scheduled Reports			
Info			
X Delete Schedule			
Run time	Description	Frequency	
05:00:00 Fri 01/05/2009	Calls to 020* >= 10 mins	Every month	X